

# Final Evaluation/Portfolio

## Wisconsin Work-Based Learning Skill Standards – Business & Information Technology

Coop Areas Completed	Student Information
<input type="checkbox"/> Employability Skills <ul style="list-style-type: none"> <li><input type="checkbox"/> WI Employability Skills Certificate OR Workplace Readiness Assessment (NOCTI)</li> <li>AND</li> <li><input type="checkbox"/> Job Campaign Materials</li> <li>AND</li> <li><input type="checkbox"/> Other (Optional)</li> </ul>	<div>Student _____ Phone _____</div> <div>School _____ Phone _____</div> <div>Teacher Coordinator _____ Phone _____</div> <div>Workplace _____ Phone _____</div> <div>Workplace Mentor _____ Phone _____</div>
<input type="checkbox"/> Business Skills <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Foundation (minimum 20 standards)</li> <li><input type="checkbox"/> Finance (minimum 10 standards)</li> <li><input type="checkbox"/> Information Systems (minimum 10 standards)</li> <li><input type="checkbox"/> Management (minimum 15 standards)</li> </ul>	<div>Other Information:</div> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>
<input type="checkbox"/> Portfolio/Evidence <input type="checkbox"/> Workplace Skills (criteria met in all areas) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">             Start Date _____              End Date _____           </div>	



## Section I: Employability Skills – Must complete A and B

<b>A</b>	Wisconsin Employability Skills Certificate	To receive the WI Employability Skills Certificate, this score should be reported separately. DO NOT include this score in the final score reported for the B&IT Cooperative Skills Standard Certificate.	Score _____ Date Completed _____
	OR Workplace Readiness Assessment (NOCTI)		Score _____ Date Completed _____
<b>B</b>	Job Campaign Materials (includes resume, application form, letter of recommendation, interview)		Date Completed _____
<b>C</b>	Other as identified by local teacher coordinator (optional)		

## Section II: Business Skills – Must demonstrate minimum standards in each of the four areas

- 3 Proficient—able to perform entry-level skills independently.  
 2 Intermediate—has performed task; may need additional training or supervision.  
 1 Introductory—is familiar with process but is unable, or has not had the opportunity, to perform task; additional training is required.

SB—School-based  
 WB—Work-based

### Business Foundations (minimum of 20 standards must be achieved at level 2 or 3)

		Rating			Location		Comments
Standard		3	2	1	SB	WB	
<b>Communication (WI State Business Education Standards)</b>							
A.BS.1	Research and write business-specific technical reports that incorporate graphic aids (see LA B.12.1, B.12.2, B.12.3, E.12.1)						
A.BS.2	Analyze and respond to complex business case studies						
A.BS.3	Edit business documents to improve content and effectiveness (see LA B.12.2)						
A.BS.4	Compose, edit, and produce executive summaries (see LA B.12.1, B.12.2, B.12.3)						
A.BS.5	Give a formal presentation using appropriate graphics, media, and support materials (see LA C.12.1, E.12.3)						
A.BS.6	Present point of view on a current business issue						
A.BS.7	Serve effectively as an interviewer or interviewee in public relations, civic, media, and community situations (see LA F.12.1)						
A.BS.8	Evaluate media and oral presentations analytically and critically (see LA C.12.3, E.12.4)						
A.BS.9	Preside at meetings						
A.BS.10	Use negotiation strategies to resolve a conflict						
A.BS.11	Demonstrate the ability to satisfy a customer's request						
A.BS.12	Prepare and deliver a presentation for a specific business purpose						
A.BS.13	Participate in and evaluate mock interviews						
A.BS.14	Discuss the importance of verbal and nonverbal communications during an interview						

Computation (National Business Education Standards, no WI counterpart)								
I.	Apply basic mathematical operations to solve problems							
II.	Solve problems involving whole numbers, decimals, fractions, percents, ratios, averages, and proportions							
III.	Use algebraic operations to solve problems							
IV.	Use common international standards of measurement when solving problems							
V.	Analyze and interpret data using common statistical procedures							
VI.	Use mathematical procedures to analyze and solve business problems							
Interpersonal and Leadership (WI State Business Education Standards)								
J.BS.1	Practice appropriate interpersonal skills in a business setting							
J.BS.2	Plan and present short presentations individually or as a member of a team							
J.BS.3	Demonstrate an acceptance of different cultural beliefs and practices							
J.BS.4	Demonstrate successful listening techniques							
J.BS.5	Demonstrate professional behavior in the work environment							
J.BS.6	Participate as a member of a team in a business environment							
J.BS.7	Use appropriate etiquette when relating to business people of various cultures							
J.BS.8	Demonstrate effective consensus-building techniques in a group situation							
J.BS.9	Identify ways in which honesty and integrity of co-workers affect work performance							
J.BS.10	Lead a committee or preside at a meeting							
J.BS.11	Explain the different roles people assume when working in groups							
<b>Business Foundations: Total Possible = 93 points (minimum required = 40 points)</b>							<b>Total Earned</b>	

Finance (minimum of 10 standards must be achieved at level 2 or 3)							
		Rating			Location		
Standard		3	2	1	SB	WB	Comments
Financial Procedures (WI State Business Education Standards)							
C.12.1	Calculate simple interest on loans (see M D.12.3)						
C.12.2	Maintain and reconcile a checking account						
C.12.3	Prepare a budget of personal income and expenses						
C.12.4	Explain the use of credit cards, bank cards, debit cards, credit ratings, and loan applications						
C.12.5	Construct and read charts, tables, and graphs that summarize data from real world situations (see M F.12.2)						
C.12.6	Use calculators appropriately to aid computations and understanding (see M B.4.5)						
C.12.7	Contrast rental, lease, or purchase options of property						
C.12.8	Prepare a simple income tax form						
C.12.9	Contrast short- and long-term investment options						

C.BS.1	Identify, prepare, and analyze financial statements						
C.BS.2	Calculate loan payments with different interest rates (see M D.12.3)						
C.BS.3	Determine cash flow for a business						
C.BS.4	Compare budget figures to actual costs						
C.BS.5	Prepare and maintain payroll records						
C.BS.6	Determine manufacturing costs						
C.BS.7	Use technology to maintain, manipulate, and report financial information						
<b>Economics (WI State Business Education Standards)</b>							
D.12.1	Describe the components of economic activity and illustrate how they interact with each other						
D.12.2	Describe the possible effects of the national debt on the level of economic activity in the long run (see SS D.8.6)						
D.12.3	Explain how consumer legislation may affect consumer product prices (see SS D.12.5)						
D.12.4	Demonstrate an understanding of current local, state, national, and international economic issues (see SS D.12.6, D.12.13)						
D.12.5	Describe the roles of business enterprises, consumers, and government in our mixed economy (see SS D.8.10, D.12.7, D.12.14)						
D.12.6	Explain how interest rates are determined by market forces and how they influence the amount of borrowing and saving by business investors, consumers, and government officials (see SS D.12.11)						
D.BS.1	Explain the basic characteristics of international trade including absolute and comparative advantage, barriers to free trade, exchange rate, and balance of trade						
D.BS.2	Analyze how income will be affected by factors such as supply and demand, location, level of education, type of industry, union or non-union membership, gender, ethnicity, skill levels, work ethics, worker productivity, and market value of what workers produce						
D.BS.3	Understand the necessity for choices and the role of the decision-making process for analyzing individual business and societal decisions						
D.BS.4	Compare and contrast the different types of economic systems (command, market, traditional, and mixed)						
D.BS.5	Explain the concepts of inflation, unemployment, and Gross Domestic Product and describe how they are measured						
<b>Finance: Total Possible = 81 points (minimum required = 20 points)</b>							<b>Total Earned</b>

<b>Information Technology</b> (minimum of 10 standards must be achieved at level 2 or 3)							
		<i>Rating</i>			<i>Location</i>		
<b>Standard</b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>SB</b>	<b>WB</b>	<b>Comments</b>
<b>Information Technology (WI State Business Education Standards)</b>							
B.12.1	Access, navigate, and use online services						
B.12.4	Import text and graphics from other software programs						
B.12.6	Restart and recover from system failure and virus infection as necessary						

B.12.12	Analyze spreadsheet data						
B.12.13	Use desktop publishing software to create documents (see LA E.8.3)						
B.12.18	Send and receive faxes						
B.12.19	Use electronic mail						
B.12.20	Send and respond to voice messages						
B.12.21	Sort and file documents according to established procedures						
B.BS.1	Diagnose and solve problems related to the operation of computer equipment						
B.BS.2	Apply special features of software packages such as galleries, templates, macros, etc.						
B.BS.3	Describe how information systems have changed the workplace						
B.BS.4	Explain how information systems have contributed to worker productivity						
B.BS.5	Use data to create information to solve business problems						
B.BS.6	Use desktop publishing software to design, create, and produce a variety of publications (see LA E.8.3)						
B.BS.7	Import data, graphics, and scanned images using desktop publishing software						
B.BS.8	Use multimedia software to design, create, and produce a variety of presentations (see LA E.8.3)						
B.BS.9	Design and create a web page						
B.BS.10	Evaluate application software products in terms of their features						
B.BS.11	Customize application software						
B.BS.12	Generate complex, multipart documents						
B.BS.13	Use operating system commands						
B.BS.14	Generate business forms						
B.BS.15	Generate newsletters and brochures (see LA E.8.3)						
B.BS.16	Create documents by merging information						
B.BS.17	Establish and maintain a records management system						
<b>Information Technology: Total Possible = 78 points (minimum required = 20 points)</b>							<b>Total Earned</b>

<b>Management</b> (minimum of 15 standards must be achieved at level 2 or 3)							
		<i>Rating</i>			<i>Location</i>		
<b>Standard</b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>SB</b>	<b>WB</b>	<b>Comments</b>
<b>Business Law/Principles of Law (WI State Business Education Standards)</b>							
I.12.1	Interpret and apply legal principles to business and personal situations						
I.12.2	Differentiate and contrast between felonies and misdemeanors and their penalties						
I.12.3	Understand rights and responsibilities when leasing property						
I.12.4	Identify laws governing credit and credit reporting						
I.12.5	Demonstrate an understanding of legal forms used in business transactions						
I.12.6	Understand laws that govern personal investments and estates						

I.12.7	Identify agencies protecting consumer rights						
I.12.8	Become aware of career opportunities in law-related areas, and understand the technical skills, knowledges, education levels, and skills needed						
I.BS.1	Describe sources of laws and their effect on individuals and society (see SS C.8.3)						
I.BS.2	Identify court systems and procedures (see SS C.8.4)						
I.BS.3	Analyze laws governing starting and maintaining a business						
I.BS.4	List the elements of a business contract, and identify and explain the various types of contracts						
I.BS.5	Demonstrate an understanding of the legislative process, and exhibit an awareness of legislation affecting business						
I.BS.6	Compare and contrast differences in ethical and legal systems from state to state and nation to nation						
I.BS.7	Explain contractual rights and responsibilities						
I.BS.8	Discuss consumer protection legislation						
I.BS.9	Identify contractual capacity						
I.BS.10	Discuss the effects of law on employment relations						
<b>Entrepreneurship (WI State Business Education Standards)</b>							
E.BS.1	Research the unique contributions of entrepreneurs in the American economy						
E.BS.2	Given a business dilemma, identify the problem and analyze possible solutions						
E.BS.3	Design a business plan for a specific business						
E.BS.4	Establish a means for building and maintaining customer loyalty						
E.BS.5	Identify impact of outside sources such as labor unions, trade organizations, and competition when establishing a small business						
E.BS.6	Prepare financial statements for a planned business						
E.BS.7	Evaluate the financial condition of a business based on its financial records						
E.BS.8	Diagram the organizational structure of a planned business						
E.BS.9	Describe practices associated with cultural diversity that would impact a business moving from the national to the international marketplace						
E.BS.10	Develop a business plan for a specific business based on the concepts of successful entrepreneurship, and defend the plan to an investor						
<b>International Business (WI State Business Education Standards)</b>							
G.BS.1	List examples of international trade in the local community						
G.BS.2	Explain advantages and disadvantages of trade agreements between and among nations						
G.BS.3	Identify the relationship between international events and the daily conduct of business						
G.BS.4	Identify international trade partners						
G.BS.5	Explain the role of international business at local, regional, and national levels						
G.BS.6	Explain how time zones around the world affect businesses						
G.BS.7	Compare the resources (e.g., trade routes, transportation centers, foreign trade						

	zones, etc.) of major cities around the world						
G.BS.8	Detail the processes for securing travel documents						
G.BS.9	Explain the role of U.S. Customs and the customs agencies of other countries						
G.BS.10	Identify the role of translators and interpreters in international business settings						
G.BS.11	Use words and phrases important to business people in a given language						
G.BS.12	Explain appropriate business protocol in international business situations						
<b>Principles of Management (WI State Business Education Standards)</b>							
H.12.1	Identify the function areas of a business						
H.12.2	Identify and explain a business organizational chart						
H.12.3	Become aware of career opportunities in business organization/ management, and understand the technical skills, knowledges, education levels, and attitudes needed						
H.BS.1	Analyze the pros and cons of different management decisions						
H.BS.2	Develop short-term strategic plans for a business						
H.BS.3	Describe how the organization provides for accountability through authority and responsibility						
H.BS.4	Measure and compare established employment standards						
H.BS.5	Recognize the role of labor and management unions						
H.BS.6	Understand the importance of employer/employee relations						
<b>Marketing (WI State Business Education Standards)</b>							
F.12.6	Describe the market research process						
F.12.7	Describe the factors that influence a consumer's decision to buy						
F.12.8	Identify the elements of the promotional mix						
F.12.9	Identify the role of marketing in the United States economy						
F.12.10	Describe various methods of product distribution (logistics)						
F.BS.1	Describe and use a marketing plan						
F.BS.2	Perform market research						
F.BS.3	Test market a product/service						
F.BS.4	Analyze the life cycle of a product/service						
F.BS.5	Analyze the various factors in pricing for a product/service						
F.BS.6	Identify factors that influence the promotional mix of a product/service						
F.BS.7	Identify the steps of the selling process						
F.BS.8	Develop a distribution plan for a product/service						
<b>Management: Total Possible = 186 points (minimum required = 30 points)</b>							<b>Total Earned</b>

<b>Business Skills Total Points: (minimum required = 110)</b>							
<i>Add totals from Business Foundations, Finance, Information Technology, &amp; Management sections.  This score is reported as the student's Completer Score used to finalize a student's skill standard completion.</i>						<b>Completer Score</b>	

Section III: Portfolio/Evidence	
<b>Portfolio (includes documented evidence of skills and standards completed)</b> <b>Note:</b> This information is not factored into the completer score; however, it is understood that students would complete a portfolio evidencing their skills to be shared with the Workplace Mentor, parents, and Teacher Coordinator.	Date Completed _____

Section IV: Workplace Skills (Must meet expectation in all areas)			
This information is not factored into the completer score; however, it is understood that students should meet or exceed workplace expectations in this areas.		Meets Expectation	Does Not Meet Expectation
A	Work Ethic		
B	Workplace Communication		
C	Workplace Technologies		
D	Workplace Relationships		
E	Workplace Diversity		
F	Workplace Safety		
G	Lifelong Learning		
H	Other		
Comments:			

Student Signature	Date
Parent Signature	Date
Workplace Mentor Signature	Date
Teacher Coordinator Signature	Date



***The Competencies in This Portfolio Have Been Endorsed By:***

Coming Soon...